



CHIEF OF NAVAL OPERATIONS (N09N2) INFORMATION & PERSONNEL SECURITY

REQUESTING INVESTIGATIONS FROM OPM TO SUPPORT PUBLIC TRUST POSITION DETERMINATIONS

The uniqueness of the Department of the Navy (DoN) mission to control and protect the interests of the United States against foreign aggression demands that most positions be designated as sensitive. SECNAVINST 5510.30A provides guidance on designating position sensitivity in paragraph 5-3. However, certain positions that do not directly support the DoN mission (are not designated as sensitive) but have the potential to affect adversely the integrity, efficiency, effectiveness, or delivery of public service, may be designated as Public Trust under FPM chapter 731.

GENERAL INSTRUCTIONS

- Effective October 1, 2003, OPM will conduct ALL investigations of DoN military, federal civilian, and contractor employees.
- Requests for investigation of civilian personnel in Public Trust positions will continue to be prepared using the Standard Form (SF) 85P, "Questionnaire for Public Trust Positions."
- All commands and activities requesting Public Trust investigations must establish a process to ensure proper adjudication of the investigative results (DoN CAF does not adjudicate Public Trust investigations) which includes establishment of a command unique Security Office Number (SOI). To obtain an SOI, complete PIPS Form 11 and forward to OPM. Note – DoN CAF's SOI (NV00) is NOT VALID for SF-85P requests).

All requests will be mailed to:

U.S. Office of Personnel Management
Federal Investigations Processing Center
1137 Branchton Road
Boyers PA 16018

- Requests will include appropriate releases, resume or equivalent, OF-306, and SF-87 fingerprint cards.
- Commands and activities must use a "Submitting Office Number" (SON) issued by OPM to identify their requests. If your command does not have a SON, you must complete a PIPS Form 12 and forward to OPM to request a SON.
- Requests will identify Navy and Marine Corps civilian personnel by recording unique OPAC-ALC (Item N) and accounting data (Item O) in the Agency Use Information instructions.
- To cancel, change, or check on the status of an investigation request, call FIPC Telephone Liaison at (724) 794-5228.
- OPM-FIPC hours of operation: 0700-1730 EST.



AGENCY USE INFORMATION – Part 1 of the SF-85P solicits information to direct the administration of the investigation request. Enter “Agency Use Information” as follows:

A Type of Investigation	
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Enter “30B” for SSBI (for high-risk position suitability investigations).

Enter “02B” for NACI (for moderate and low-risk position suitability investigations).

B Extra Coverage	
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Enter “7” when attaching information (such as information on citizenship or developed issues).

Leave blank if no information attached.

C Sensitivity/Risk Level	
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Enter “1” for low risk positions.

Enter “5” for moderate risk positions.

Enter “6” for high-risk positions.

D Compu/ADP	
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Leave blank. All ADP position investigations for DoN employees are requested using the SF-85 (for IT-3) or SF-86 (for IT-2 and IT-1).

E Nature of Action Code	
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Enter the 3-digit code used on the SF-52 representing the “Nature of Action” taken for the position requiring the investigation.

F Date of Action	Month	Day	Year
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Enter “MM/DD/YY” of effective date of action code.

G Geographical Location	----- -----
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Leave blank.



H Position Code	
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Enter "A" for Congressional Staff.

Enter "F" for SES/GS-15.

Enter "H" for Child Care Provider.

I Position Title	
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Enter title of the position for which the investigation is being requested.

J SON	
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Enter your 4-digit code (Submitting Office Number) assigned by OPM to your command.

K Location of Official Personnel Folder (OPF)	<input type="checkbox"/> None NPRC At SON	<input type="checkbox"/> Other Address	<input type="text"/> Zip Code
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Check "None" – If the applicant has never been a federal employee.

Check "NPRC" – If the OPF is at the National Personnel Records Center.

Check "SON" – If the OPF is at the submitting office.

If the OPF is at another location, please furnish the address.

L SOI	
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Enter your 4-digit code – Security Office Number (SOI) assigned by OPM to your command. Complete PIPS Form 11 and forward to OPM to request a SOI for your command or activity.

NV00 is NOT AUTHORIZED for SF-85P requests.

M Location of Security Folder	<input type="checkbox"/> None At SOI NPI	<input type="checkbox"/> Other Address	<input type="text"/> Zip Code
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Check "None".

We do not maintain security folders on Public Trust employees.



N PAC-ALC Number	
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Enter "DoD-MC" for U.S. Marine Corps civilian personnel.

Enter "DoD-NAVY" for U.S. Navy civilian personnel.

O Accounting Data and/or Agency Case Number	
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Enter UIC or RUC and complete return address.

P Requesting Official	Name and Title	Signature	Telephone Number ()	Date
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Enter the Name and Title, Signature, and telephone number of the individual authorizing the request.
Provide a commercial telephone number, including area code. This is the person OPM will contact concerning specific case-related submission errors.